



# Defense Travel Management Office



## WELCOME T-101 Document Processing - AUTHORIZATIONS



# DTS T-101 CLASS OVERVIEW

**Topic:** DTS Document Processing-  
Authorizations

**Target Audience:** Travelers – NDEAs – AOs  
(Anyone who makes or reviews/approves  
travel orders)

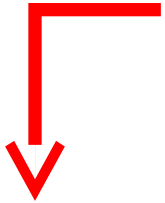
**Time:** 60-70 minutes

**Pre-Requisites:** None



# TECHNICAL ISSUES?

- ★ AUDIO GAPS
- ★ SLOW SCREEN CHANGES
- ★ DISCONNECTS



- ✓ *Exit class*
- ✓ *Close all other software applications*
- ✓ *Log back into class*
- ✓ *Check with local IT staff*

*If problem persists, call the DISA Help Desk:*



# ATTENDANCE CREDIT

ADOBE® CONNECT™ **SELECT: GUEST**

T-106 TAC & TraX Overview

☒ Enter as a Guest

Name

☐ Enter with your login and password

**\*IMPORTANT\***

To be able to enter DCO Connect rooms, your machine must meet the following

1. Comply with DoD best practices to ensure your certificates are up to date.

Windows users can use the InstallRoot tool at [http://ase.disa.mil/aki-ake/function\\_pages/tools.html#trust\\_Mac\\_and](http://ase.disa.mil/aki-ake/function_pages/tools.html#trust_Mac_and)

**ENTER:**

- FULL NAME
- SERVICE or AGENCY INITIALS ONLY
- KEEP IT SIMPLE

**EXAMPLES:**

- Lynn Green / USA
- John Blue / USAF
- Betty Silver / DISA
- Dave Brown / USN
- Barb Yellow / DFAS
- Greg Orange / USMC

For all other issues email: [disa.columbus.esd.mbx.gig-es-support@mail.mil](mailto:disa.columbus.esd.mbx.gig-es-support@mail.mil)

**\*IMPORTANT\***

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to the IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including but not limited to: penetration testing, COMSEC, monitoring network operations and defense personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and reuse data stored on this IS.
- Communications using or data stored on this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigation searching or monitoring of the content of privileged communications, or work product related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

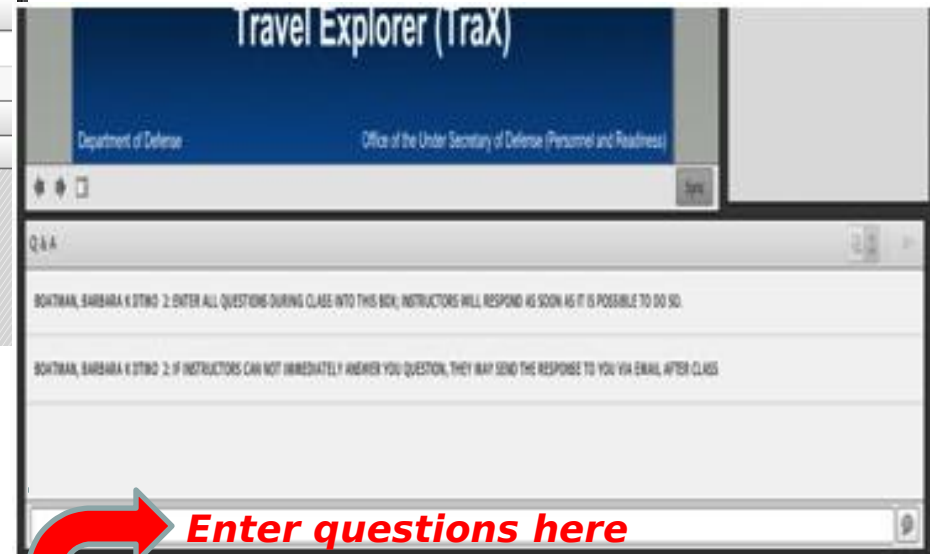
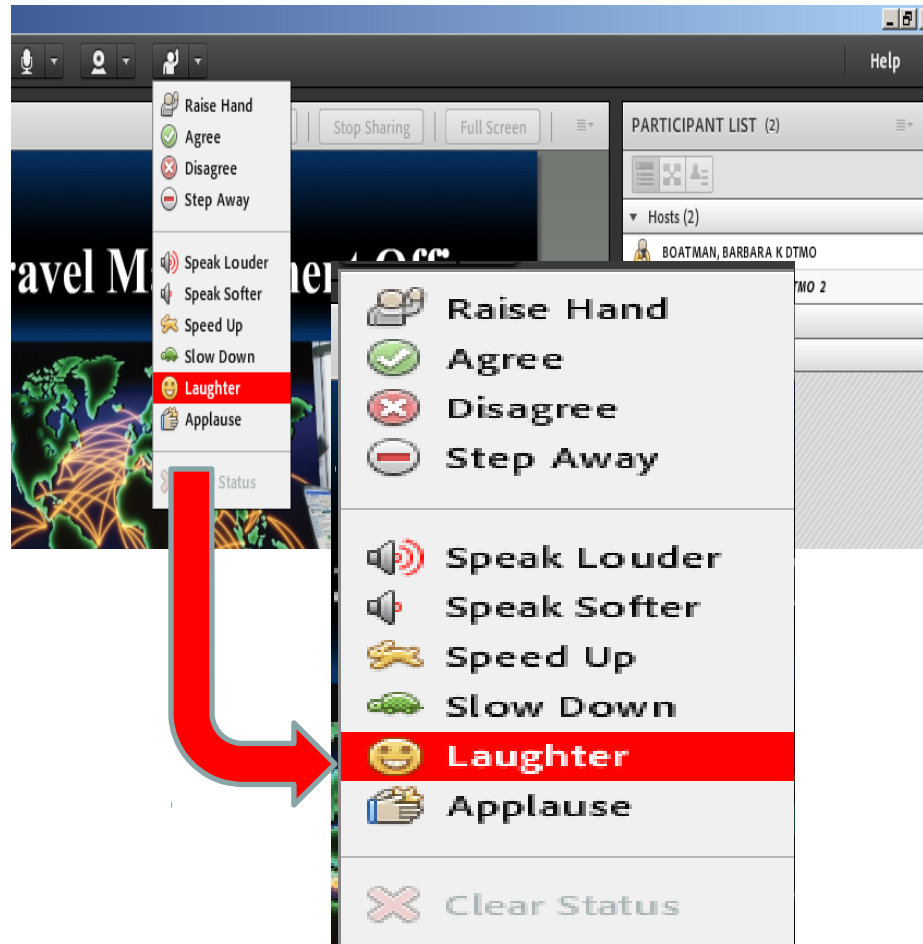
Help

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**DCO**  
DEFENSE CONNECT ONLINE



# COMMUNICATING IN CLASS



**Use chat box for all questions  
Most answered during class**

- **Some need post-class follow up**



# TRAINING OBJECTIVES

- **Create an Authorization in DTS**
- **Complete a trip itinerary**
- **Make travel reservations**
- **Enter estimated expenses**
- **Select a Line of Accounting**
- **Add or modify per diem entitlements**
- **Validate your EFT information**
- **Sign **Authorization** to route for approval**



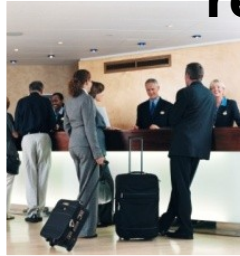


# DTS AUTHORIZATION PROCESS

**Authorization  
SIGNED**



**Interface with CTO to book  
transportation and lodging  
reservations**



**TDY begins**



**Travel advance,  
reservations ticketed**



**AO stamps  
authorization  
APPROVED**






# DTS HOME PAGE

Logged In As: Eric T West

[Help for this screen](#)



**Defense Travel System**  
A New Era of Government Travel

Logoff

Official Travel ▼ Official Travel - Others ▼ Traveler Setup Administrative ▼

Authorizations/Orders

Vouchers

Local Vouchers

Group Authorizations/Orders

Eric T West

DTMOCSD

Org Access:

Group Access: (All)

Permission:

My Signed Documents

Document Name	Current Status	Departure Date	Type
<a href="#">EWCAMPENDLET022712_A01</a>	CTO BOOKED	02/27/12	AUTH
<a href="#">EWCAMPENDLET032612_A01</a>	CTO BOOKED	03/26/12	AUTH

Message Center

Check here for messages.


Back to Top





# CREATE NEW AUTHORIZATION/ORDER

Logged In As: [Eric T West](#) Screen ID: 1001.1 [Close Window](#)  
Traveler Name: [Eric T West](#) Document Type: Authorization [Help for this screen](#)

 **Defense Travel System**  
A New Era of Government Travel

[View Vouchers](#) [View Local Vouchers](#) [View Group Authorizations](#)

### Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.


[Create New Authorization/Order](#) [Create Trip Template](#)

<a href="#">Sort by Document Name</a>	Sorted by Departure Date	<a href="#">Sort by Status</a>	<a href="#">Sort by TA Number</a>	View/Edit	Print	Remove / Trip Cancel	Amend
EWCAAMPENDLET032612_A01	03/26/12	CTO BOOKED		<a href="#">view / edit</a>	<a href="#">print</a>	<a href="#">trip cancel</a>	
EWCAAMPENDLET022712_A01	02/27/12	CTO BOOKED		<a href="#">view / edit</a>	<a href="#">print</a>	<a href="#">trip cancel</a>	
EWWHYAZ022312_A01	02/23/12	POS ACK RECEIVED	001936	<a href="#">view</a>	<a href="#">print</a>	<a href="#">trip cancel</a>	<a href="#">amend</a>
EWWHYAZ022212_A01	02/22/12	POS ACK RECEIVED	00190R	<a href="#">view</a>	<a href="#">print</a>	<a href="#">trip cancel</a>	<a href="#">amend</a>



# ITINERARY: SECTION A

Logged In As: [Eric T West](#) Screen ID: 1151.1 [Close Window](#)  
Traveler Name: [Eric T West](#) Document Type: Authorization [Help for this screen](#)

 **Defense Travel System**  
A New Era of Government Travel


## Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations(usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

Please Note: A Red Star ( \* ) indicates a field is required.

**A** I am leaving from - (Select from list or enter below):

\*Starting Point: RES: Woodbridge \* VA Search

\*Departing On:  

\*Trip Type:

Starting locations in profile:

- RESIDENCE
- DUTY STATION

\*Trip Purpose:

Trip Description:



# TRIP TYPE OPTIONS

from - (Select from list or enter below):

RES: Warrenton \* VA Search

11/09/2010 (mm/dd/yyyy)

Select

Select

- AA-ROUTINE TDY/TAD
- AB-OPEN ALLOTMENT
- AX-ARRANGEMENTS ONLY
- B-PERM CHG STA
- C-PERMISSIVE
- D-HOUSE HUNTING
- E-INVITATIONAL
- E1-ITA FAMILY TRANS ONLY
- E2-ITA FAMILY FULL REIMB
- SPECIAL CIRCUMSTANCES

veli - (Select fr

Rental

icle transportation in expense-mileage. Use of governmen

## TDY

### Reimbursements

- Transportation and Lodging
- Mileage and Non-Mileage
- Meals and Incidental Expenses

## Special


### Circumstances

- Available as a Trip Type



# ITINERARY: TRIP PURPOSE & TRIP DESCRIPTION

Logged In As: [Eric T West](#) Screen ID: 1151.1 [Close Window](#)  
Traveler Name: [Eric T West](#) Document Type: Authorization [Help for this screen](#)

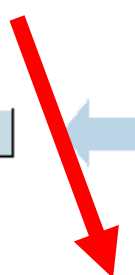
 **Defense Travel System**  
A New Era of Government Travel


### Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations(usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

Please Note: A Red Star ( \* ) indicates a field is required.

**A** I am leaving from - (Select from list or enter below):

\*Starting Point:  \*VA  

\*Departing On:    
(mm/dd/yyyy)

\*Trip Type:

Starting locations in profile:

\*Trip Purpose:

Trip Description:



# ITINERARY SECTION B: SELECT TRAVEL MODE & TIME

## Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations(usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

Please Note: A Red Star ( \* ) indicates a field is required.

### A I am leaving from - (Select from list or enter below):

\*Starting Point: RES: Woodbridge \* VA

Search

Starting locations in profile:

RESIDENCE  
DUTY STATION

\*Departing On: 05/21/2012  
(mm/dd/yyyy)

\*Trip Type: AA-ROUTINE TDY/TAD

\*Trip Purpose: TRAINING ATTENDANCE

Trip Description:

Attending training on Defense Travel System

### B \*I will be traveling to my TDY location by - (Select from the list below)

Commercial  
Air

Rail

Rental Car

Other

Time:

10:00 AM

(Claim private vehicle transportation in expense-mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)



# ITINERARY SECTION C: ENTER TDY LOCATION

**B** \*I will be traveling to my TDY location by - (Select from the list below)

Commercial Air	Rail	Rental Car	Other	Time:
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	10:00 AM

(Claim private vehicle transportation in expense-mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

---

**C** My TDY location is - (Where I will be working):

\*Location 1:

\*Arriving On:

\*Departing On:

Location Tools:

Search By:

←

Camp Parks, CA

Camp Pendleton Usmc, CA

Camp Pendleton, CA

Camp Perry Ags, OH


Camp Perry, OH




# CREATE ITINERARY: IDENTIFY OUTBOUND TRAVEL

**C** My TDY location is - (Where I will be working):

\*Location 1:

\*Arriving On:    
(mm/dd/yyyy)

\*Departing On:  

**D** At this location

Ret

**E** Will you be traveling to this location?

Yes No

Location Tools:

Search By:

< May 2012 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

[close] [clear]







# CREATE ITINERARY: IDENTIFY ADDITIONAL RESERVATIONS

**C My TDY location is** - (Where I will be working):

\*Location 1:

\*Arriving On:    
(mm/dd/yyyy)

\*Departing On:    
(mm/dd/yyyy)

Location Tools:  
Search By:

**D At this location I will need** - (Select all that apply from the list below)

Rental Car ☒

Lodging ☒

**E Will you be traveling to another TDY location?**



# CREATE ITINERARY: IDENTIFY RETURN TRAVEL

**B** My TDY location is - (Where I will be working):

[Add New Per Diem Location](#)

	Location	Arriving On	Departing On	Edit	Delete
<a href="#">Insert 1</a>	CAMP PENDLETON,CA	05/21/12	05/25/12	<a href="#">Edit</a>	<a href="#">Delete</a>

**C** I am returning to: (Select from list or enter below):

\*Ending Point:  \*

\*Arriving On:    
(mm/dd/yyyy)

Return locations in profile:

RESIDENCE  
DUTY STATION

\*Trip Duration: ☐ 12 Hours or Less ☐ >12 - 24 Hours - With Lodging  
☐ >12 - 24 Hours - No Lodging ☒ Multi-Day

**D** I will be returning from my TDY by - (Select from the list below)

Commercial  
Air

Rail

Rental Car

Other

Time:

☒

☐

☐

☐

Select

(Claim private vehicle transportation in Expense-Mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

**E** Check this box if you have other ticketed transportation not listed above:



CTO Full Assistance Request

Save and Proceed



# CTO ASSISTANCE

## CTO Full Assistance Request

	02:41 PM Depart DEN - Denver Intl Apt 03:46 PM Arrive LAS - Las Vegas McCarran International Apt	Tue 25-May-10	Flying Time: 2h 5min
	Equipment 752		

If travel agent assistance is required, click on the button "Request Assistance in Booking Flight". NOTE: Additional travel agent handling fees may apply. AirResults

[Request Assistance in Booking Flights](#)

## CTO Assistance

- Typically incurs a higher CTO fee ("touch fee")
- Recommended only for complex/multi-stop itineraries
- Follow local business rules before using

NEW YORK COUNTY, NY - RES: ANNANDALE, VA departing 09/30/2008 at 12:30PM

CTO Comments - Air

If necessary, add additional comments to the CTO:

CTO, please assist traveler with air reservations: from NEW YORK COUNTY, NY to RES: ANNANDALE, VA 09/30/2008 at 12:30PM

NEW YORK COUNTY, NY 09/10/2008 - 09/30/2008

CTO Comments - Car

If necessary, add additional comments to the CTO:

CTO, please assist traveler with rental car reservations: compact car for NEW YORK COUNTY, NY from 09/10/2008 to 09/30/2008

NEW YORK COUNTY, NY 09/10/2008 - 09/30/2008

CTO Comments - Hotel


Please provide in the box below any additional information the CTO may need, such as hotel name or zip code:

CTO, please assist traveler with lodging reservations: NEW YORK COUNTY, NY from 09/10/2008 to 09/30/2008

[Cancel CTO Assistance](#) [Send Comments to CTO](#)



# AIR RESERVATIONS: SCREEN REVIEW

**Defense Travel System**  
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[RETURN TO LIST](#)

[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[Air](#) [Rail](#) [Rental Car](#) [Lodging](#) [Other Transportation](#) [Summary](#)

### Air Travel

Modify Search

Please Note: A Red Star (\*) indicates a field is required.

\* Departure Airport (or city, state):  
DCA - Washington Ronald Reag

\* Arrival Airport (or city, state):  
LAS - Las Vegas McCarran Inte

\* Arrival or Departure:  
Departure

05/25/2009

09:00 AM

Show Alternate Airports: ☐

Search

Please select flights for DCA - Washington Ronald Reagan National Apt to LAS - Las Vegas McCarran International Apt departing on 05/25/2009

[Skip This Flight](#)


RESERVATIONS SUMMARY:  
AIR: \$0.00

[GSA Contract w/ Limited Availability](#) [GSA Contract Airfare](#) [Other Gov't Airfare](#) [Other Airfare](#) [AltGSA](#)

Sort By: ☐ Departure Time ☐ Arrival Time ☐ Elapsed Time ☐ Price ☒ Default

\$233.20 Total Estimated Airfare (Including Taxes and Fees) GSA Contract w/Limited Availability

[Class: KCADCA](#) [Fare Rules](#) [View Available Seats](#) [Select Flight](#)

	07:00 AM Depart DCA - Washington Ronald Reagan National Apt 08:59 AM Arrive ATL - Atlanta Hartsfield-Jackson Intl Apt	Mon 25-May-09	Flying Time: 1h 59min Lay-over Time:
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# AIR RESERVATIONS: KEY POINTS

GSA Contract w/  
Limited Availability

GSA Contract  
Airfare

Other Gov't  
Airfare

Other Airfare

AltGSA

Sort By: ☐ Departure Time ☐ Arrival Time ☐ Elapsed Time ☐ Price ☒ Default

- Results auto-sort under 5 tabs; based on DoD policy
  - Results always open on left-most tab with results
  - Results can be resorted at any time
- **ALWAYS** select tab 1 or 2 first; when flights available
- **ALWAYS** select from left most tab when possible
- Tab 1 and 2 flights **NEVER** require justification to an AO



# AIR RESERVATIONS: TAB 1 & TAB 2

MOUSE OVER TABS TO SEE DEFINITIONS	<b>DTS TAB 1: GSA Contract w/ Limited Availability</b>	<b>DTS TAB 2: GSA Contract Airfare</b>
<b>DTS TAB DEFINITION</b>	<p><b>Further discounted GSA city pair fare for Federal government employees on official business.</b></p> <p><b>Fare is fully refundable and changeable.</b></p>	<p><b>Discounted GSA city pair for Federal government employees on official business.</b></p> <p><b>Fare is applicable to last seat available; fully refundable and changeable.</b></p>
<b>ADDITIONAL INFORMATION</b>	<ul style="list-style-type: none"><li>•DoD contracted discount <b>city pair fares; priced lowest to highest</b></li><li>•Justification to AO <b>NEVER</b> required</li><li>•Seats <b>are capacity controlled</b>; estimated prices good only on the <b>limited number</b> of seats shown</li><li>•Tickets are <b>fully refundable</b> and changed without penalty; <b>BUT</b> (due to limited numbers) only a higher priced seat may be</li></ul>	<ul style="list-style-type: none"><li>•DoD contracted discount <b>city pair fares; priced lowest to highest</b></li><li>•Justification to AO <b>NEVER</b> required</li><li>•Seats <b>are not capacity controlled</b>; estimated prices good through the <b>last seat open</b> on the flight</li><li>•Tickets are <b>fully refundable</b> and may be changed without penalty until last seat is filled on the flight</li></ul>



# AIR RESERVATIONS: TAB 3 & TAB 4

	<b>DTS TAB 3: Other Gov't Airfare</b>	<b>DTS TAB 4: Other Airfare</b>
<b>DTS TAB DEFINITION</b>	Competitive fares offered by airlines which may include combined city pair fares in non-city pair markets; any fare chosen may require justification and approval by your Authorizing Official.	Fares offered to the general public; refundable but may have advance purchase requirements. Selecting this fare requires justification and approval by your Authorizing Official.
<b>ADDITIONAL INFORMATION</b>	<ul style="list-style-type: none"><li>•Flights always available</li><li>•<b>ALWAYS</b> requires justification to AO</li><li>•Flights <b>may include</b> government contracted <b>segments</b></li><li>•<b>Two (2) types of fares offered:</b><ul style="list-style-type: none"><li>- <b>"ME TOO" competitive fares</b> offered by non-GSA contracted carriers</li><li>- <b>CONSTRUCTED ROUTES</b> which may include GSA contracted fare segments and non-contracted fare segments</li></ul></li></ul>	<ul style="list-style-type: none"><li>•Flights always available</li><li>•<b>ALWAYS</b> requires justification to AO</li><li>•Flights <b>are never</b> government contracted</li><li>•<b><i>Costs may be less than any other available GSA contracted City Pair fare; but selection for this reason may not be a viable justification</i></b></li><li>•<b><i>It is the AO's responsibility to determine if a non-contracted government fare is approved for reimbursement or not</i></b></li></ul>





# AIR RESERVATIONS: ALT AIRPORT INDICATOR

AIR: \$0.00

~~GSA Contract w/  
Limited Availability~~

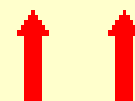
~~GSA Contract  
Airfare~~

Other Gov't  
Airfare

Other Airfare

AltGSA


Government Contract Airfare Exists For Alternate Airport/City



Seats on the Government Contract Airline are no longer available or you are traveling in a market in which no Government Contract fare exists.



# AIR RESERVATIONS: SCREEN DETAILS

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[RETURN TO LIST](#)

[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[Air](#) [Rail](#) [Rental Car](#) [Lodging](#) [Other Transportation](#) [Summary](#)

### Air Travel

[Modify Search](#)

Please Note: A Red Star (\*) indicates a field is required.

\* Departure Airport (or city, state):  
DCA - Washington Ronald Reag

\* Arrival Airport (or city, state):  
LAS - Las Vegas McCarran Inte

\* Arrival or Departure:  
Departure

05/25/2009

09:00 AM

Show Alternate Airports: ☐

[Search](#)

### Air Travel

Please select flights for DCA - Washington  
Ronald Reagan National Apt to LAS - Las Vegas  
McCarran International Apt  
departing on 05/25/2009

[Skip This Flight](#)


**RESERVATIONS SUMMARY:**  
AIR: \$0.00

[GSA Contract w/ Limited Availability](#) [GSA Contract Airfare](#) [Other Gov't Airfare](#) [Other Airfare](#) [AltGSA](#)

Sort By: ☐ Departure Time ☐ Arrival Time ☐ Elapsed Time ☐ Price ☒ Default

**\$233.20 Total Estimated Airfare (Including Taxes and Fees) GSA Contract w/Limited Availability**

[Class: KCADCA](#) [Fare Rules](#) [View Available Seats](#) [Select Flight](#)

	07:00 AM Depart DCA - Washington Ronald Reagan National Apt 08:59 AM Arrive ATL - Atlanta Hartsfield-Jackson Intl Apt	Mon 25-May-09	Flying Time: 1h 59min Lay-over Time:
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# AIR RESERVATIONS: SEATING CHARTS

8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34

A B C D E F

8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34

A B C D E F


available  
unavailable  
selected  
smoking  
blocked  
exit row  
bulkhead  
galley  
lavatory  
stairs  
handicap

a specific seat can not be selected, please choose which type of seat you prefer:

Seat Selection:  Seat Number:



# TRAVEL/TICKET IDENTIFICATION INFORMATION

**Defense Travel System**  
A New Era of Government Travel

### Travel/Ticket Identification Information

**TSA Secure Flight Information**

The Transportation Security Administration of the U.S. Department of Homeland Security requires us to collect information from you for purposes of watch screening, under the authority of 49 U.S.C. section 114, and the Intelligence Reform and Terrorism Prevention Act of 2004. Providing this information is voluntary; however, if it is not provided, you may be subject to additional screening or denied transport or authorization to enter a sterile area. We share information you provide with law enforcement or intelligence agencies and others under its published system of records notice. For more on TSA Privacy policies, or to view the system of records notice and the privacy impact assessment, please see TSA's Web site at [www.tsa.gov](http://www.tsa.gov).

Please enter the information below to EXACTLY match the state or government issued identification card/document the traveler will be using at airport. When entering last name, do not include suffixes (e.g., Jr.).

\* Last Name:

\* First Name:

Middle Name:  ☐ No Middle Name

\* DOB: (MM/dd/YYYY):

\* Gender: ☒ M ☐ F

Redress Number:

Known Traveler Number:

☒ Save changes to permanent traveler information



# AIR RESERVATIONS: COMPLETED

Please select flights for LAS - Las Vegas  
McCarran International Apt to IAD - Washington  
Dulles International Apt  
departing on 08/18/2009

[Skip This Flight](#)

## RESERVATIONS SUMMARY:

AIR: \$363.60

IAD to LAS : 08/10/09 08:29 AM Arrive: 10:22 AM

[Cancel Flight](#)[Change](#)

GSA Contract w/  
Limited Availability

GSA Contract  
Airfare

Other Gov't  
Airfare

Other Airfare

AltGSA

Sort By: ☐ Departure Time ☐ Arrival Time ☐ Elapsed Time ☐ Price ☒ Default

\$363.60 Total Estimated Airfare (Including Taxes and Fees) GSA Contract w/Limited Availability

Class: ECAIAD

[Fare Rules](#)[View Available Seats](#)[Select Flight](#) 

10:21 PM Depart LAS - Las Vegas McCarran  
International Apt  
05:49 AM Arrive IAD - Washington Dulles  
International Apt +1 day  
Equipment 325

Mon 17-Aug-09  
Non-Stop Flight

Flying Time:  
4h 28min

\$374.20 Total Estimated Airfare (Including Taxes and Fees) GSA Contract w/Limited Availability

Class: ECAIAD

[Fare Rules](#)[View Available Seats](#)[Select Flight](#)

11:35 PM Depart LAS - Las Vegas McCarran  
International Apt  
05:07 AM Arrive ORD - Chicago O'Hare  
International Apt +1 day

Mon 17-Aug-09

Flying Time:  
3h 32min  
Lay-over  
Time:  
53min



# RENTAL CAR RESERVATIONS

tem  
avel

Itinerary **Travel** Expenses Accounting Additional Options Review/Sign

Air Rail **Rental Car** Lodging Other Transportation Summary

## Rental Car

Select Rental Car for  
**LAS - Las Vegas McCarran International Apt, NV  
(United States)**  
from 10/16/2006 through 10/18/2006

Skip This Car

**RESERVATIONS SUMMARY:**

**AIR: \$689.10**

IAD to LAS : 10 /16 /06 08:25 AM Arrive: 10:42 AM [Cancel Flight](#) [Change](#)  
LAS to IAD : 10 /18 /06 08:45 AM Arrive: 04:10 PM [Cancel Flight](#) [Change](#)

**RENTAL CAR: \$0.00**

Government Rates ~~Non-Government Rates~~

**Rental rates shown do not include the Government Administrative Supplemental fee of \$5 per day.**





# RENTAL CAR DEFAULT PARAMETERS

- DTS follows DoD policy for TDY travel
  - Always sorted lowest to highest prices
  - Lowest priced vehicle is always first
  - Compact is always the default size
- Based on these defaults:
  - AO approval never needed for selection of first car
  - AO approval always needed for any car except lowest priced






# RENTAL CAR: RETURNED RESULTS

Logged In As: [ERIC T CARSON](#)  
Traveler Name: [ERIC T CARSON](#)

Document Name: ECHOUSTONCOUN072209\_A01  
Document Type: Authorization

Screen ID: 1096.1  
[Close Window](#)  
[Help for this screen](#)

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### Rental Car

[Modify Search](#)

Please Note: A Red Star (\*) indicates a field is required.

\* Pick-Up Date:

\* Pick-Up Time:

\* Drop-Off Date:

\* Drop-Off Time:

One-Way Rental: ☐

\* Pickup Airport (or city, state):

\* Type:

[Search](#)

### Rental Car

Select Rental Car for  
**TYR - Tyler, TX (United States)**  
from 07/22/2009 through 08/27/2009

[Skip This Car](#)

**RESERVATIONS SUMMARY:**

AIR: \$1,561.70

IAD to TYR : 07/22/09 06:45 AM Arrive: 10:30 AM  
TYR to IAD : 08/27/09 05:20 AM Arrive: 04:10 PM

[Cancel Flight](#) [Change](#)  
[Cancel Flight](#) [Change](#)

RENTAL CAR: \$0.00

[Government Rates](#) [Non-Government Rates](#)


Rental rates shown do not include the Government Administrative Supplemental fee of \$5 per day.

Cars rented under the Government's Car Rental Agreement include unlimited mileage (except for one way rentals) and collision and liability insurance coverage in the United States and its territories and possessions. Not all vendors provide insurance coverage for specialty vehicles (e.g., vans, sport utility vehicles). In the event of an accident with one of these vehicles, a claim is filed directly with the Government by the rental company. Travelers are not reimbursed for rental car insurance coverage purchased in the United States or its territories and possessions regardless of the vendor from whom the rental car is rented. Travelers are reimbursed for mandatory rental car insurance coverage required in foreign countries.

(ER) En Route: ☐

\$1,178.66 [Estimated Total Cost Including Taxes & Fees]

[Select Car](#)

	HERTZ IN TERMINAL Compact Car	Monthly Rate: \$800.49 Air Conditioning	Extra Hour: \$20.01 Extra Day: \$26.68 Unlimited Miles/Kilometers
---	-------------------------------------	---	---



# SELECT RENTAL CAR

(ER) En Route: ☐

**\$85.25**

**[Estimated Total Cost Including Taxes & Fees]**

Select Car

**National**

**NATIONAL**  
IN TERMINAL/SHUTTLE TO CAR  
Compact Car

Daily Rate: \$26.00  
Air Conditioning  
Automatic

Extra Hour: \$8.67  
Extra Day: \$26.00  
Unlimited Miles/Kilometers

**\$90.80**

**[Estimated Total Cost Including Taxes & Fees]**

Select Car

**Budget**

**BUDGET**  
IN TERMINAL/SHUTTLE TO CAR  
Compact Car

Daily Rate: \$28.00  
Air Conditioning  
Automatic

Extra Hour: \$9.00  
Extra Day: \$28.00  
Unlimited Miles/Kilometers

If travel agent assistance is required, click on the button "Request Assistance in Booking Rental Car". NOTE: Additional travel agent handling fees may apply.

Request Assistance in Booking Rental Car



# LODGING: ON-BASE QUARTERS

## Military members

- Required when TDY to a DoD installation
- Non-availability number required before reserving off-base lodging
- Military lodging reservations cannot be made in DTS
  - Traveler reserves directly with facility
  - Costs entered on Per Diem Entitlements page

## DoD civilians

- AO cannot require to stay in base quarters





# LODGING RESERVATIONS: OPTIONS AND INFO

### Lodging

**Modify Search**

Please Note: A Red Star (\*) indicates a field is required.

\* Check-in Date:

\* Check-Out Date:

Select By:

\* City / TDY Location:

\* Distance:  
 Miles

**Search**

### Lodging

**Select Lodging for LAS VEGAS  
from 05/25/2009 through 05/29/2009**

**Skip This Hotel**

**RESERVATIONS SUMMARY:**

**AIR: \$611.30**

DCA-Washington, DC (USA) (National Apt) to LAS-Las Vegas, NV (USA) [Cancel Flight](#) [Change](#)  
(McCarran Int'l : 05/25/09 06:10 AM Arrive: 10:21 AM

LAS-Las Vegas, NV (USA) (McCarran Int'l. to DCA-Washington, DC [Cancel Flight](#) [Change](#)  
(USA) (National Apt) : 05/28/09 11:35 PM Arrive: 05/29/09 07:02 AM

**RENTAL CAR: \$148.73**

ENTERPRISE LAS - Las Vegas McCarran International A Pickup: [Cancel Car](#) [Change](#)  
05/25/09  
Drop-off: 05/28/09

**LODGING: \$0.00**

**Govt Safety Compliant Lodging**

**Other Rates**

Sort By: ☐ Distance ☒ Rate Range ☐ Hotel Name

**Lodging Per Diem Rate Allowed is \$126.00 in LAS VEGAS,NV**



# LODGING RESERVATIONS: SELECT HOTEL

**Lodging**

Modify Search

Please Note: A Red Star (\*) indicates a field is required.

\* Check-in Date:  
04/05/2010

\* Check-Out Date:  
04/10/2010

Select By:  
TDY Location

\* City / TDY Location:  
AURORA CO

\* Distances:  
10 Miles

Search

**Lodging**

Select Lodging for AURORA  
from 04/05/2010 through 04/10/2010

Skip This Hotel

RESERVATIONS SUMMARY:

AIR: \$2,780.89

GIG to DEN : 04/04/10 08:20 PM Arrive: 04/05/10 12:00 AM  
DEN to GIG : 04/10/10 12:36 PM Arrive: 04/11/10 09:30 AM

LODGING: \$0.00

[Cancel Flight](#) [Change](#)  
[Cancel Flight](#) [Change](#)

Govt Safety Compliant Lodging Other Published Rates

Sort By: ☐ Distance ☒ Rate Range ☐ Hotel Name

Lodging Per Diem Rate Allowed Is \$158.00 in AURORA, CO

[Next 10](#)

\$42.74 - \$74.99	Rate Range	<a href="#">Additional Hotel Information</a>	Select Hotel
	Crossland Denver/Cherry Creek 4850 Leetsdale Dr Glendale CO, 80246	Phone: 303/333-2545 Fax: 303/333-2546 Toll Free: 800/398-7829	FEMA Approved
Approx. Distances: 5 Miles			

\$50.00 - \$69.00	Rate Range	<a href="#">Additional Hotel Information</a>	Select Hotel
	Ramada Inn Denver 2601 Zuni St Denver CO, 80211	Phone: 303/433-6677 Fax: 303/455-1530	FEMA Approved
Approx. Distances: 10 Miles			



# LODGING RESERVATIONS: ROOM SELECTION

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Other Transportation

Summary

**Lodging**

Search By:

Check-In Dates:  
04/05/2010

Check-Out Date:  
04/10/2010

Select By:  
TDY Location

City:  
AURORA

State:  
CO

Country:

Distance:  
10 Miles

[Return to Hotel Listing](#)

**Lodging**

Select Lodging for AURORA  
from 04/05/2010 through 04/10/2010

RESERVATIONS SUMMARY:


AIR: \$2,780.89

GIG to DEN: 04/04/10 08:20 PM Arrive 04/05/10 12:00 AM  
DEN to GIG: 04/10/10 12:36 PM Arrive 04/11/10 09:30 AM

LODGING: \$0.00

Lodging Per Diem Rate Allowed is \$158.00 in AURORA, CO

Accommodations Selected



Quality Inn & Suites Denver Intl  
6090 Tower Rd  
Denver, CO, 80249  
Phone: 303/371-5300  
Fax: 303/371-5150  
Toll Free: 800/228-5151  
Web Site: [www.qualityinn.com](http://www.qualityinn.com)  
[Additional Hotel Information](#)

For property check in/check out times, view 'Additional Hotel Information' on website.  
Cancellations not received according to the hotel policy may result in financial cancellation penalties. For the hotel cancellation policy, view 'Additional Hotel' property website.  
State/Local rates may not apply to Federal Government Travelers

**REGULAR RATE**

REGULAR RATE  
CONCIERGE ROOM \* NEW BEDDING PKG\* -1  
KING OR 2 DBDB-\*PRIVATE  
ACCESS\*CONT BRKFST/APPETIZERS\*FREE  
PARKING\*

\$214.00/night

Tax 13%

Select Room

**SENIOR RATES**

MARRIOTT SENIOR DISC.  
MARRIOTT SENIOR DISC, QUALITY ROOM, 1  
KING OR 2 DOUBLE BEDS  
MUST BE MINIMUM 62 YEARS OF AGE VALID  
ID REQUIRED

\$165.00/night

Tax 13%

Select Room

If travel assistance is required, click on the button "Request Assistance in Booking Hotel Room". NOTE: Additional travel agent handling fees may apply.

Request Assistance in Booking Hotel Room

Return to Hotel Listing

**FedRooms Rates**

FEDROOMS  
1 KING BED /HANDICAPPED ROOM  
/FREE HIGH-SPEED WIRELESS

\$69.00/night

Select Room

FEDROOMS  
1 KING BED /NO SMOKING/HANDICAPPED  
ROOM  
/FREE HIGH-SPEED WIRELESS

\$69.00/night

Select Room

FEDROOMS  
1 KING BED /EFFICIENCY  
/FREE HIGH-SPEED WIRELESS/SMOKING ROOM


\$69.00/night

Select Room





# TRIP SUMMARY PAGE

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## Trip Summary

[Email this Itinerary](#) [Print this Itinerary](#)

[Payment Information](#) [Final Trip Itinerary](#)

### Air Travel Payment Summary:

[Add New Flight](#)

\$611.30 Total Cost (Including Taxes & Fees)

[View Flight Details](#)

[Cancel](#) [Change](#)

Depart: 06:10 AM DCA-Washington, DC (USA) (National Apt)





# TRIP SUMMARY: AIR

Payment Information

Final Trip Itinerary

**Air Travel Payment Summary:**

\$611.30 Total Cost (Including Taxes & Fees)

[Add New Flight](#)  
[View Flight Details](#)

<a href="#">Cancel</a> <a href="#">Change</a>				
	Depart: 06:10 AM DCA-Washington, DC (USA) (National Apt) Arrive: 07:52 AM CVG-Cincinnati, OH (USA) Frequent Flyer #: <input type="text" value="--Please Select--"/>	<a href="#">Special Requests</a>	Mon 05/25/2009	SEAT: 17F
	Depart: 09:00 AM CVG-Cincinnati, OH (USA) Arrive: 10:21 AM LAS-Las Vegas, NV (USA) (McCarran Int'l) Frequent Flyer #: <input type="text" value="--Please Select--"/>	<a href="#">Special Requests</a>	Mon 05/25/2009	SEAT: 17F
<a href="#">Cancel</a> <a href="#">Change</a>				
	Depart: 11:35 PM LAS-Las Vegas, NV (USA) (McCarran Int'l) Arrive: 07:02 AM +1 day DCA-Washington, DC (USA) (National Apt) Frequent Flyer #: <input type="text" value="--Please Select--"/>	<a href="#">Special Requests</a>	Thu 05/28/2009	SEAT: 17F

**\*Type: (Required)**

Method of Reimbursement: GOVCC



# TRIP SUMMARY: RENTAL CAR

## Rental Car Payment Summary:

[Add New Rental Car](#)

\$148.73 Estimated Total Cost (Including Taxes & Fees)

Daily Rate: \$21.00

[View Rental Car Details](#)

	ENTERPRISE LAS - Las Vegas McCarran International A Frequent Renter #: <input type="text"/>	<a href="#">Special Requests</a>	Pick-up Date: Mon 05/25/2009	Drop-off Date: Thu 05/28/2009	<a href="#">Cancel</a>	<a href="#">Change</a>
*Type: (Required)	GOVCC 	Method of Reimbursement:		GOVCC		



# TRIP SUMMARY: LODGING

## Lodging Payment Summary:

[Add New Lodging](#)

\$128.00 Estimated Total Cost (Excluding Taxes & Fees)

Rate: \$64.00 / Night

[View Lodging Details](#)

Quality Inn O'Hare Airpo

Frequent Guest #:

[Special Requests](#)

Check In:

Wed 10/31/2007

Check Out:

Fri 11/02/2007

[Cancel](#)[Change](#)

\*Type:

(Required)

GOVCC



Method of Reimbursement:

GOVCC

## Rail Payment Summary:

[Add New Rail](#)

## Other Ticketed Transportation:

[Add New Ticketed Transportation](#)

Change TDY Location

Save and Continue





# TRIP SUMMARY: FINAL TRIP ITINERARY

[Email this Itinerary](#) [Print this Itinerary](#)

Payment Information

Final Trip Itinerary

DTS Detailed Travel Itinerary for ERIC WASHINGTON3

DTS Document Name EWLASVEGASNV052509\_A01  
DTS / CTO Confirmation: 0TPZW2  
(Please Reference this number when contacting the CTO.)

Travel / TDY Information:  
Trip Type: AA-ROUTINE TDY/TAD  
Trip Purpose: TRAINING ATTENDANCE  
Trip Description: ATTENDING DTS TRAINING

Location - 1 LAS VEGAS,NV Time Zone: PST (09)  
Leave From: RES: ARLINGTON,VA  
Arrive: 25-May-09  
Leave: 29-May-09

25-May-09

Air:

Delta - Flight: 6421  
06:10 AM DCA-Washington, DC  
(USA) (National Apt)  
07:52 AM CVG-Cincinnati, OH (USA)

Depart:  
Mon 25-May-09  
Arrive:  
Mon 25-May-09

Elapsed Travel Time:  
1h 42min  
Lay-over Time:  
1h 8min

Seat:  
17F

Air Confirmation: 123456  
Frequent Flyer:  
Special Requests:

Delta - Flight: 1543  
09:00 AM CVG-Cincinnati, OH (USA)  
10:21 AM LAS-Las Vegas, NV (USA)  
(McCarran Intl.)

Depart:  
Mon 25-May-09  
Arrive:  
Mon 25-May-09

Elapsed Travel Time:  
4h 21min

Seat:  
17F

Air Confirmation: 123456  
Frequent Flyer:  
Special Requests:

Car:

ENTERPRISE  
LAS - Las Vegas McCarran  
International A

Pick-Up: 05/25/09  
Time: 09:00 AM

Drop-off: 05/28/09  
Time: 06:00 PM

Class:  
Compact Car

Car Confirmation: ABCD1234678-  
Frequent Renter:  
Special Request:

Dropoff Location:  
LAS - Las Vegas McCarran  
International A

Daily \$21.00, Extra Day \$21.00, Extra Hour \$7.01, Unlimited  
miles/kilometers, Estimated Total Cost \$148.73

25-May-09

Lodging:

Las Vegas Club Hotel & C  
18 Fremont St  
LAS VEGAS NV 89101-5678  
United States  
Phone: 702/385-1664  
Fax: 702/380-5793  
Toll Free: 800/634-6532

Phone Number:  
702/385-1664  
Fax Number:  
702/380-5793

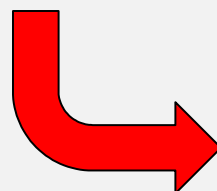
Check In:  
05/25/09

Check Out:  
05/29/09

Hotel Confirmation: 12345678-  
Room Type Code: B2QRAC  
Frequent Guest:  
Special Request:

Room:  
1 KING OR 2 QUEEN -SLEEPS 4  
-1 ROLLAWAY

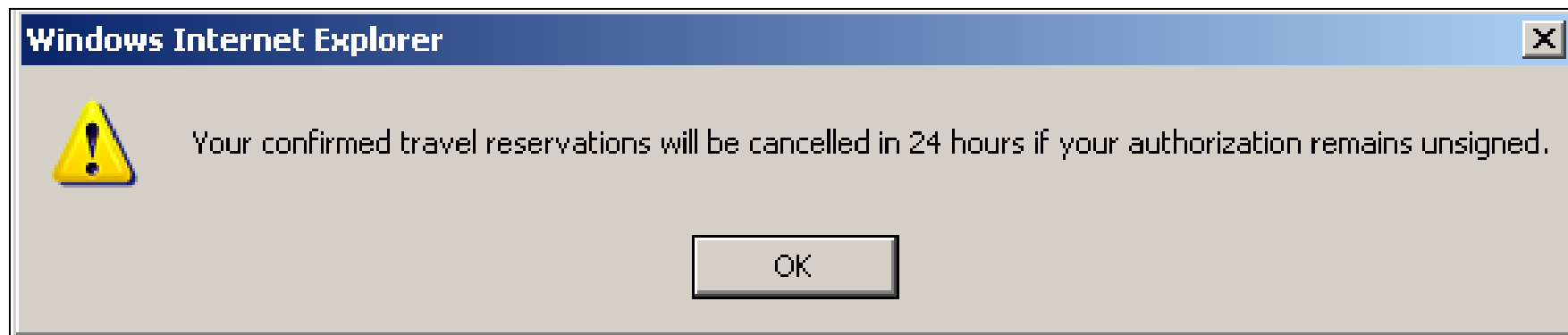
Hotel Policies:  
Cancellations not received according to hotel policy may result in  
financial obligations such as cancellation penalties. For the hotel  
cancellation policy, view "Additional Hotel Information" or the property  
website.



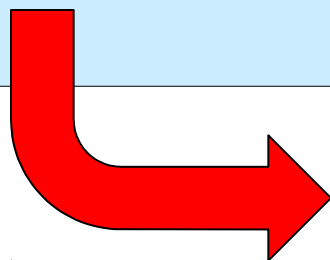
DTS Document Name EDCHICAGO081709\_A01  
DTS / CTO Confirmation: 0YNFU9  
(Please Reference this number when contacting the CTO.)



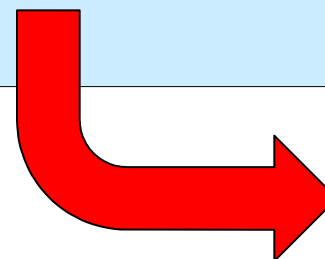
# SIGNATURE REQUIRED WARNING



**Traveler: SIGNED  
stamp**



**AO: APPROVED  
stamp**



**CTO:  
Confirms  
reservations**



# NON-MILEAGE EXPENSES SCREEN



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Itinerary Travel **Expenses** Accounting Additional Options Review/Sign

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**Non-Mileage**

Mileage

Per Diem Entitlements

Substantiating Records

## Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Select "Save Expenses" to save the expenses to the travel document.  
Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

Leave: 25-May-09 Return: 29-May-09

Non-Mileage Expense #1

\* Select Expense Type:

- OR -

\* Cost: \$

[view expense details / currency calculator](#)

\* Date: 05/25/2009

(mm/dd/yyyy)



\* Method of Reimbursement:





# NON-MILEAGE EXPENSES DROP-DOWN

Leave: 25-May-09 Return: 29-May-09

Non-Mileage Expense #1

\* Select Expense Type:

- OR -

Airport Tax

**Authorized Business Call**

Authorized Call Home

Baggage Tips

Boarding Fees

Cancel Fee - Air Travel

Cancel Fee - Hotel

Cancel Fee - Rental Car

Commercial Auto-In/Around

Commercial Auto-TDY/TAD

Commercial Auto-Terminal

Dual Lodging Cost

Excess Baggage

Gasoline-POV

Gasoline-Rental/Govt. Car


GOVCC ATM ADVANCE FEE

GOVCC ATM SERVICE FEE

Government Auto

\* Cost: \$

[view expense details / currency calculator](#)


\* Date:  

(mm/dd/yyyy)

\* Method of Reimbursement:

\* Cost: \$

[view expense details / currency calculator](#)

\* Date:  


(mm/dd/yyyy)

\* Method of Reimbursement:





# ADDING NON-MILEAGE EXPENSES

**Defense Travel System**  
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### Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expenses type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Select "Save Expense" to save the expenses to the travel document.  
Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

Leave: 17-Aug-09 Return: 21-Aug-09 **Add Expense**

\* Expense Type:

- OR -

\* Cost: \$

\* Date: (mm/dd/yyyy)

\* Method of Reimbursement:

[view expense details / currency calculator](#)

**Save Expense** ✓

### Expenses Summary

Expense Type	Date	Cost	E/R
GOVCC ATM ADVANCE FEE	08/17/09	\$2.00	<a href="#">Edit</a> <a href="#">Remove</a>
Gasoline-Rental/Govt. Car	08/17/09	\$40.00	<a href="#">Edit</a> <a href="#">Remove</a>
Authorized Business Call	08/17/09	\$5.00	<a href="#">Edit</a> <a href="#">Remove</a>
Hotel Room Tax	08/21/09	\$50.00	<a href="#">Edit</a> <a href="#">Remove</a>
Hotel Sales Tax	08/21/09	\$35.00	<a href="#">Edit</a> <a href="#">Remove</a>
Total Expenses:		\$132.00	



# MILEAGE

Logged In As: [ERIC T CARSON](#) Document Name: ECBUCKLEYAFBC080709\_A01 Screen ID: 1034.1 [Close Window](#)  
Traveler Name: [ERIC T CARSON](#) Document Type: Authorization [Help for this screen](#)

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### Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Leave: 07-Aug-09 Return: 21-Aug-09

Mileage Expense #1

\* Expense Type:

\* Date:

(mm/dd/yyyy)

\* Method of Reimbursement:


Miles required to be obtained from  
Defense Table of Distances [DoD Table of Distances](#)

\* Miles  x Rate .550 = Cost \$ 187

Create separate mileage expense for return trip mileage: ☒



# PER DIEM ENTITLEMENTS: SUMMARY

**Defense Travel System**  
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Itinerary Travel Expenses Accounting Additional Options Review/Sign

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Non-Mileage Mileage Per Diem Entitlements Substantiating Records

### Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
06/21/10	SAN DIEGO COUNTY,CA	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$147.00	\$147.00 GOVCC-Individual	\$53.25 Personal	147 / 71	NONE				
06/22/10	SAN DIEGO COUNTY,CA	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$147.00	\$147.00 GOVCC-Individual	\$71.00 Personal	147 / 71	NONE				
06/23/10	SAN DIEGO COUNTY,CA	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$155.00	\$147.00 GOVCC-Individual	\$71.00 Personal	147 / 71	NONE				
06/24/10	SAN DIEGO COUNTY,CA	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$155.00	\$147.00 GOVCC-Individual	\$71.00 Personal	147 / 71	ACTL				
06/25/10	SAN DIEGO COUNTY,CA	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$0.00	\$0.00 GOVCC-Individual	\$53.25 Personal	147 / 71	NONE				

Reset All Edit All



# PER DIEM DETAILS: ADJUST DATE RANGE

Logged In As: [ERIC T WASHINGTON-A](#) Document Name: [EWLASVEGASNV081312\\_A01](#) Screen ID: 1021.1 [Close Window](#)  
Traveler Name: [ERIC T WASHINGTON-A](#) Document Type: Authorization [Help for this screen](#)

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[Non-Mileage](#) [Mileage](#) [Per Diem Entitlements](#) [Substantiating Records](#)

## Per Diem Entitlement Detail

You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers. [GSA State Tax Exemption Listing](#)

Location: LAS VEGAS,NV

Values Apply From Date: 08/13/2012

Values Apply Through: 08/13/2012

### Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense Details / Currency Calculator" link for expense details such as payment method, reimbursable, etc.

Per Diem Rate: 99 / 71

Lodging: \$ 99.00 [view expense details / currency calculator](#)

M & IE: \$ 53.25 [view expense details / currency calculator](#)



# PER DIEM DETAILS: ADJUST LODGING

## Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense Details / Currency Calculator" link for expense details such as payment method, reimburseable, etc.

Per Diem Rate:

129 / 49

Lodging:

\$ 200.00

[view expense details / currency calculator](#)

M & IE:

\$ 49.00

[view expense details / currency calculator](#)

Duty Conditions



# PER DIEM DETAILS: CLAIM ACTUAL LODGING

## Other Per Diem Entitlements

If you need to claim actuals for lodging, take leave, designate OCONUS incidental amount, or indicate In Place, you may check the box. Only one option may be applied to a specified date or the date range used for the "Values Apply Through" Date.


- ☐ No Other Per Diem Entitlements
- ☒ Leave  
Check here if you are taking leave for the above date or date range.
- ☐ Duty Day(s)(No Per Diem)  
Check here if you need to use Duty Day(No Per Diem) for the above date or date range.
- ☐ Non-Duty Day(s)  
Check here if you need to use Non-Duty Day for the above date or date range.
- ☐ Authorized Delay  
Check here if you need to use Authorized Delay for the above date or date range.
- ☒ Actual Lodging  
Check here if you need to use Actual Lodging for the above date or date range.  
  
Actual Lodging costs limited to: 485.00
- ☐ OCONUS Incidental Amount - (Used to reduce the daily incidental rate to the minimum.)  
Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.
- ☐ In Place - (Used to increase the M&IE amount to 100% on first or last day of travel)  
Check here if you are beginning or ending your travel at a TDY location vice your permanent duty station.

Cancel These Entitlement Changes and Return

Save These Entitlements



# PER DIEM SUMMARY: ACTUAL LODGING

**Defense Travel System**  
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## Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
06/21/10	SAN DIEGO COUNTY,CA	<a href="#">Edit</a>	<a href="#">Reset</a>	\$147.00	\$147.00 GOVCC-Individual	\$53.25 Personal	147 / 71	NONE				
06/22/10	SAN DIEGO COUNTY,CA	<a href="#">Edit</a>	<a href="#">Reset</a>	\$147.00	\$147.00 GOVCC-Individual	\$71.00 Personal	147 / 71	NONE				
06/23/10	SAN DIEGO COUNTY,CA	<a href="#">Edit</a>	<a href="#">Reset</a>	\$155.00	\$147.00 GOVCC-Individual	\$71.00 Personal	147 / 71	NONE				
06/24/10	SAN DIEGO COUNTY,CA	<a href="#">Edit</a>	<a href="#">Reset</a>	\$155.00	\$155.00 GOVCC-Individual	\$71.00 Personal	147 / 71	ACTL				
06/25/10	SAN DIEGO COUNTY,CA	<a href="#">Edit</a>	<a href="#">Reset</a>	\$0.00	\$0.00 GOVCC-Individual	\$53.25 Personal	147 / 71	NONE				

[Reset All](#)[Edit All](#)

Proceed to the following page: Accounting Codes [Continue](#)





# PER DIEM DETAILS: DUTY CONDITIONS & MEALS PROVIDED

Per Diem Rates	
Costs are total for all travelers. You may enter expense details such as payment method.	
Per Diem Rate:	147 / 71
Lodging:	\$ 147.00
M & IE:	\$ 71.00

Duty Conditions	
Check all of the following that apply:	
<input type="checkbox"/> Field Conditions	
<input type="checkbox"/> Adverse Effects/Commercial	
<input type="checkbox"/> Inactive Duty Training (IDT)	
<input type="checkbox"/> Permissive TDY	
<input type="checkbox"/> Hospital Stay	
<input type="checkbox"/> Quarters Available	
<input type="checkbox"/> Group Travel	
<input checked="" type="checkbox"/> Essential Unit Messing	
<input type="checkbox"/> Aboard U.S. Vessel	
<input type="checkbox"/> Authorized Trip Home	

Meals	
If you would like to make changes to meals, select the appropriate meal code and applicable meal(s) for this date or date range:	
<input checked="" type="radio"/> Full Rate	<input type="checkbox"/> Breakfast
<input type="radio"/> Elected	<input checked="" type="checkbox"/> Lunch
<input type="radio"/> Available	<input type="checkbox"/> Dinner
<input checked="" type="radio"/> Provided	Cost: 0.00
<input type="radio"/> Occasional	
<input type="radio"/> Special Rate	

Other Per Diem Entitlements	
If you need to claim actuals for lodging, take leave, designate OCONUS incidental amount, or indicate In Place, you may check the appropriate box. Only one option may be applied to a specified date or the date range used for the "Values Apply Through" Date.	
<input checked="" type="radio"/> No Other Per Diem Entitlements	



# PER DIEM SUMMARY: MEAL PROVIDED

## Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

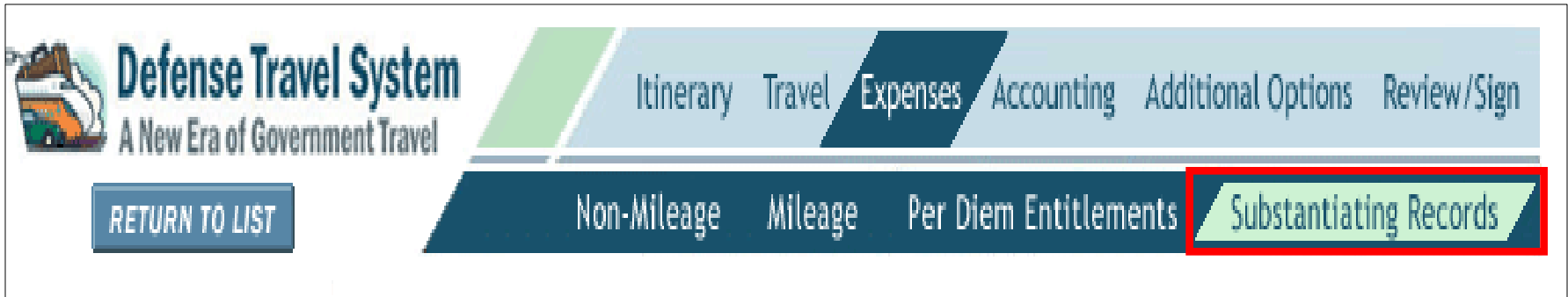
### GSA State Tax Exemption Listing

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
05/25/09	LAS VEGAS,NV	<a href="#">Edit</a>	<a href="#">Reset</a>	32.00	32.00 GOVCC-Individual	48.00 Personal	126 / 64	NONE				
05/26/09	LAS VEGAS,NV	<a href="#">Edit</a>	<a href="#">Reset</a>	32.00	32.00 GOVCC-Individual	64.00 Personal	126 / 64	NONE				
05/27/09	LAS VEGAS,NV	<a href="#">Edit</a>	<a href="#">Reset</a>	32.00	32.00 GOVCC-Individual	39.00 Personal	126 / 64	MEAL		X		
05/28/09	LAS VEGAS,NV	<a href="#">Edit</a>	<a href="#">Reset</a>	32.00	32.00 GOVCC-Individual	64.00 Personal	126 / 64	NONE				
05/29/09	LAS VEGAS,NV	<a href="#">Edit</a>	<a href="#">Reset</a>	0.00	0.00 GOVCC-Individual	48.00 Personal	126 / 64	NONE				

[Reset All](#)[Edit All](#)



# EXPENSES: SUBSTANTIATING RECORDS



**HOW TO ATTACH RECEIPTS AND DOCUMENTS  
AS SUBSTANTIATING RECORDS  
IN DTS IS COVERED IN:**

**T-102 Document Processing: Vouchers**


**Check TraX for dates and times**



# ACCOUNTING CODES

Logged In As: [Eric Brown-DV](#) Document Name: [EBLASVEGASNV111307\\_A01](#) Screen ID: 1067.1 [Close Window](#)

Traveler Name: [Eric Brown-DV](#) Document Type: Authorization [Help for this screen](#)

 **Defense Travel System**  
A New Era of Government Travel

Itinerary Travel Expenses **Accounting** Additional Options Review/Sign

[RETURN TO LIST](#) **Accounting Codes** **Trip Totals**

- **Accounting Code required for all official DoD travel**
- **DTS Accounting Codes are called LOAs**
- **LOAs are usually adjusted by the AO; not the traveler**

**Please contact your AO or DTA to learn how to insert or change an LOA**



# ADDITIONAL OPTIONS

Defense Travel System  
A New Era of Government Travel

RETURN TO LIST

Itinerary Travel Expenses Accounting **Additional Options** Review/Sign

**Profile** Partial Payments Advances

Defense Travel System  
A New Era of Government Travel

Itinerary Travel Expenses Accounting **Additional Options** Review/Sign

Profile Partial Payments Advances

## Accounting Information

Default Accounting Code Label:

Lookup

### EFT and Credit Card Accounts

Payment by Electronic Funds Transfer (EFT) is mandatory unless the traveler does not have access to an account at a financial institution that can receive EFT transmissions.

If the following account information is incorrect please click on the link below to update your account information from your permanent traveler profile. > Refresh Account Data

Account Type	Account Number	Routing Number	Expiration Date
CHECKING	5133466232	056005318	
GOVCC	4242424242424242	938917044	04/30/2023

Enter only one account with a routing number.

Mandatory EFT Payment: ☒ Yes ☐ No

☐ Save changes to permanent traveler information

Update Personal Information

## System

ent Travel

Itinerary Travel Expenses Accounting **Additional Options** Review/Sign

Profile Partial Payments Advances

the accounting Labels(s) that are associated to the trip.

y-11

y-11

be requested on this travel document. The settings is document contains settings indicating possession d and a non-exempt status. This, in combination ie line(s) of accounting, prohibits the request of red assistance, contact your Authorizing Official or on.

Other Accounts Available -

Other Accounts Available -

Accounting Label

View  
Acctg Code

View/Edit

Remove

Proceed to the following page:

Preview

Continue



# REVIEW/SIGN: PREVIEW

The screenshot shows the 'Defense Travel System' interface. At the top, there is a navigation bar with tabs: 'Itinerary', 'Travel', 'Expenses', 'Accounting', 'Additional Options', and 'Review/Sign'. The 'Review/Sign' tab is highlighted with a red border. Below this bar, there is a secondary navigation bar with buttons: 'RETURN TO LIST', 'Preview', 'Other Auths.', 'Pre-Audit', and 'Digital Signature'. The 'Preview' button is highlighted in green. On the left side, there is a 'Preview Trip' section with a yellow box containing the text 'Review the details for this trip'. On the right side, there is a 'Print Document' button. A large blue box with white text is overlaid on the center of the screen, containing the following information:

**Authorizations must be SIGNED:**

- To route for approval
- Within 24 hours or will have all reservations auto-canceled





# REVIEW/SIGN: PREVIEW

Logged In As: Eric T Carson Document Name: ECPHOENIXAZ050210\_A01 Screen ID: 1064.5 [Close Window](#)  
Traveler Name: Eric T Carson Document Type: Authorization [Help for this screen](#)

**Defense Travel System**  
A New Era of Government Travel

[RETURN TO LIST](#) [Preview](#) [Other Auths.](#) [Pre-Audit](#) [Digital Signature](#) [Print Document](#)

### Preview Trip

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Other Authorizations.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

#### Reference Information

Reference:

#### Document Comments

Comments to the Approving Official:

Comments from the Travel Agent:

The use of a Government-Contracted Commercial Travel Office (CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

#### Other Trip Information

Trip Type: AA-ROUTINE TDY/TAD  
Trip Purpose: SITE VISIT  
Trip Description:

#### Overall Starting Point Time Zone: PST (09)

Itinerary: [Edit](#) Leave From: SAN DIEGO, CA  
Leave: 02-May-10

#### Location 1 - PHOENIX, AZ Time Zone: MST (08)

Itinerary: [Edit](#) Leave From: PHOENIX, AZ  
TDY/TAD Location: PHOENIX, AZ  
Arrive: 02-May-10

Overall End Point Time Zone: BST (04)

Itinerary: [Edit](#) Leave From: PHOENIX, AZ  
Return Location: SAN DIEGO, CA  
Arrive: 22-May-10

#### Expenses

No Expense Information Available.

#### Per Diem Entitlements

Lodging M&IE:	Start Date	End Date	Total Lodge	Total M&IE
<a href="#">Edit</a>	05/02/10	05/22/10	\$2,800.00	\$1,455.50

#### Accounting Summary

Actual/Estimate	Allowed
Accounting Code: 10 LOCAL <a href="#">Edit</a>	Accounting Code: 10 LOCAL <a href="#">Edit</a>
LODGING: \$2,800.00	LODGING: \$2,800.00
M&IE: \$1,455.50	M&IE: \$1,455.50
10 LOCAL Sub Total: \$4,255.50	10 LOCAL Sub Total: \$4,255.50
Calculated Trip Cost: \$4,255.50	Calculated Trip Cost: \$4,255.50

#### Document Totals

Actual/Estimate	Baseline Trip	<a href="#">View Worksheet</a>
LODGING: \$2,800.00	LODGING: \$2,800.00	
M&IE: \$1,455.50	M&IE: \$1,455.50	
Calculated Trip Cost: \$4,255.50	Calculated Trip Cost: \$4,255.50	

#### Advances and Scheduled Partial Payments Summary

No Advances requested.

Trip Length does not allow Scheduled Partial Payments.

[Save And Proceed To Other Auths.](#) [Continue](#)



# OTHER AUTHORIZATIONS



**Defense Travel System**  
A New Era of Government Travel

[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[RETURN TO LIST](#)

[Preview](#)

[Other Auths.](#)

[Pre-Audit](#)

[Digital Signature](#)

## Other Authorizations

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.

[Add Additional Authorizations For This Trip](#)



### Other Authorizations

	Other Authorization	Remarks	Remove
1	MEALS PROVIDED	<div>Dinner is provided in the cost of the registration for the training.</div>	<a href="#">remove</a>

[Save And Proceed To Pre-Audits](#)



# PRE-AUDIT TRIGGERS

Traveler Name: Eric T DTMOTRAIN-UDocument Type: Voucher[Help for this screen](#)**Defense Travel System**  
A New Era of Government Travel[Itinerary](#)[Travel](#)[Expenses](#)[Accounting](#)[Additional Options](#)[Review/Sign](#)[RETURN TO LIST](#)[Preview](#)[Other Auths.](#)[Pre-Audit](#)[Digital Signature](#)

## Pre-Audit Trip

[Help for this screen](#)

Below are any  
flagged items

### WHAT TRIGGERS A PRE-AUDIT FLAG?

- ☒ Anything outside policy; per JFTR/JTR
- ☒ Excessive expenses



# PRE-AUDIT: FLAGS & JUSTIFICATIONS

## 6 Items have been Flagged in this Travel Document

1.	<b>Reason Flagged</b> → ACTUALS EXPENSE	<b>Item Description</b> → ACTUAL EXPENSE ALLOWANCE REQUESTED.	<b>* Justification to Approving Official</b> <a href="#">&lt;Help&gt;</a> <div>Lodging costs exceed local per diem because there is a big convention in town; only rooms available</div>
2.	<b>Reason Flagged</b> → Add GOVCC-Individual ATM	<b>Item Description</b> → Add GOVCC-Individual ATM	<b>* Justification to Approving Official</b> <a href="#">&lt;Help&gt;</a> <div>Cash advance taken</div>



# PRE-AUDIT AIR RESERVATION

1.	Reason Flagged	Item Description	* Justification to Approving Official <a href="#">&lt;Help&gt;</a>
	→ NON-GOVERNMENT FARE	→ Air Fare selected is not a GSA City Pair, GSA City Pair w/Capacity Limits, or a Government Fare, although one was available at time of selection: NW-1703 DCA-Washington, DC (USA) (National Apt)	<a href="#">Reason Codes</a> <div style="border: 2px solid red; height: 150px; width: 100%;"></div>

## Pre-Audit Reason Codes For NON-GOVERNMENT FARE

Select	Reason Code & Description	Authority Source Reference
<input type="checkbox"/>	<p>C1 - Does not meet mission requirements</p> <p>Scheduled contract fare flights are not available in time to meet mission requirements or use of contract service would require the traveler to incur unnecessary overnight lodging costs, which would increase the total cost of the trip.</p> <p>Space on scheduled flights (including a confirmed pet space (see note)) is not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs that</p>	<p><a href="#">DTR, Appendix H</a></p> <p><a href="#">JTR, Chapter C2002A,</a></p> <p><a href="#">JFTR, Chapter U3145A-4a</a></p>



# PRE-AUDIT: ADVISORY NOTICES

The following are provided for advisory purposes only

5.	Advisory	Advisory Description <a href="#">&lt;Help&gt;</a>
	⇒ ATM ADVANCE WITH NO FEE	⇒ YOUR VOUCHER INDICATES AN ATM ADVANCE ON YOUR GOVCC, BUT NO ATM ADVANCE FEE HAS BEEN CLAIMED. THIS DOES NOT APPLY TO THE SEPARATE ATM SERVICE FEE.
6.	Advisory	Advisory Description <a href="#">&lt;Help&gt;</a>
	⇒ LEAVE REQUESTED	⇒ LEAVE HAS BEEN REQUESTED ON THE DOCUMENT. THIS LEAVE REQUEST MUST BE PROCESSED IN ACCORDANCE WITH UNIT SOP. ENSURE THAT NO EXPENSES HAVE BEEN CLAIMED ON LEAVE DAYS.

Save And Proceed To Digital Signature ✓





# REVIEW/SIGN: DIGITAL SIGNATURE

## Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

### Document Action

\* Submit this document as:

SIGNED



Routing List:

HPMO1



Additional Remarks:



Submit Completed Document



The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

### Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	Elaine Drury	0



# DIGITAL SIGNATURE LOGIN

Defense Travel System

Processing signature...

A CAC PIN is not required when signing a document – DTS will automatically match the certificate used at login



# SIGNED AUTHORIZATION

[View Vouchers](#)[View Local Vouchers](#)[View Group Authorizations](#)

## Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

[› Create New Authorization/Order](#)[› Create Trip Template](#)

### Existing Authorizations/Orders

<u>Sort by</u> Document Name	Sorted by Departure Date	<u>Sort by</u> Status	<u>Sort by</u> TA Number	View/Edit	Print	Remove / Trip Cancel	Amend
EWLASVEGASNV052509_A01	05/25/09	CTO BOOKED		› <a href="#">view/edit</a>	› <a href="#">print</a>	› <a href="#">trip cancel</a>	



# SUMMARY POINTS

- DTS Authorization is step #1 for TDY travel
- Build the itinerary first
- Make travel reservations
- Enter estimated expenses
- Check or add a LOA
- Adjust Per Diem Entitlements
- Respond to Other Authorization prompts
- Enter justifications to Pre-Audits
- SIGN the authorization to send it for



# CLASS CLOSING LOBBY

Lobby set-up:

- o Instructor audio turned off
- o Questions answered for 15 minutes
- o Lobby stays open 60 minutes

Please help us improve this class:

- o Complete evaluation
- o Provide feedback

Use the lobby resources:

- o Download class slides
- o Use links to DTMO website &



# **THANK YOU FOR ATTENDING DISTANCE LEARNING**

**For a three month schedule of  
DTMO distance learning classes**

**Go to the  
DTMO Website > Training Resources Center**